

## Notice

The Cherokee County Commission is now accepting applications in accordance with its Personnel Policy for the position of Assessment/Collections Clerk. Applications will be accepted at the County Commission office located in the Cherokee County Administrative Center, 260 Cedar Bluff Road, Suite 103, Centre, AL 35960 until the close of business on April 15, 2016.

**Job Summary:** Under the supervision of the Chief Clerk of Revenue, the employee uses established practices and procedures for the accurate and timely distribution of billings and the collection, recording, and accounting of revenues and fees collected for County services and operations. The employee performs customer services functions and clerical duties to include generating and maintaining records, reports and files, tracking delinquent payments, and collecting and processing tax payments. The employee also generates office correspondence and answers questions for customers and assists customers apply for tax exemptions.

**Minimum Qualifications:** Possess at least an associate's degree from an accredited college or university in a business related area. Four years of practical work experience in an office environment dealing with the public; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job. Possess a current and valid driver's license, ability to travel to attend meetings and training programs.

**Essential Functions: Assessment Clerk:** Will be responsible for real and personal property assessment and classing of properties.

**Essential Functions: Collections Clerk:** Performs various cashier functions related to the collection of fees and taxes relating to County assessments following specific processes related to various types of transactions.

**Knowledge, Skills and Abilities:** Knowledge of general office procedures and filing systems, safety rules, policies and procedures. Knowledge of County layout and property divisions, County and State tax laws as it applies to assessment and collections, appraisal process, methods, and procedures. Effective verbal skills, basic accounting methods, operate office equipment, use computers and office productivity software, handle money. Communication skills to effectively communicate internally and externally.

**Salary and Benefits:** Starting salary is \$14.02 per hour. Salary is negotiable based on successful applicant's related experience, education and training. Successful applicant will be awarded county benefits. First consideration will be given to all present employees of the Cherokee County Commission who are eligible for the position. The Cherokee County Commission is an equal opportunity employer.